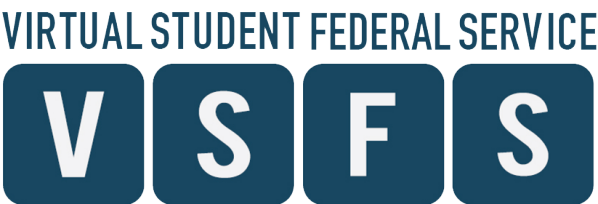


Graphic Design, Program, and Communications Intern at the Foreign Service Institute



Project Title	Graphic Design, Program, and Communications Intern at the Foreign Service Institute
Project Summary	Help bolster the Foreign Service Institute’s digital storytelling capabilities by creating engaging, creative graphic design materials for social media and digital communications. Perform research to identify best practices, future partners, and opportunities for engagement for outreach programs.
Country	United States
Country/Region of Focus	United States

Project Description

The Foreign Service Institute (FSI) is the chief learning organization for the Department of State and the U.S. government foreign affairs community. Our mission is to deliver world-class diplomatic training for American diplomats and foreign affairs professionals. FSI’s training provides the future generations of diplomatic leaders with the tools and knowledge they need to carry out American foreign policy. As an intern, you will work closely with FSI’s Office of Public Affairs to help communicate and broadcast the crucial value of this training, and tell FSI’s story to the rest of the State Department and key external audiences. If you’re interested in the intersection between education and diplomacy, this is a perfect internship for you! You’ll help with FSI’s digital engagement as well as provide programmatic support for an upcoming Department-wide initiative about modern and historic heroes of U.S. diplomacy.

See “Additional Information” for project specifics!

Required Skills or Interests

- Skill(s)
- Cultural diplomacy
- Design thinking
- Editing and proofreading
- Graphic design
- Infographic design

Research

Social media management

Storytelling/blogging/vlogging

Videography

Additional Information

- Curate engaging digital content to post on FSI's social media platforms (Twitter and LinkedIn)
- Edit videos and work turning footage into bite-sized social media packages for ongoing social media campaigns that highlight the importance of diplomatic training and related projects
- Help populate a growing social media-planning calendar by researching trending hashtags, current world events, and content from industry peers
- Assist with the creation of press and social media kits for use with additional programming at U.S. embassies, as well as during domestic programming with universities, think tanks, local press, etc. around the United States
- Assist with event planning, including drafting invitations, tracking RSVPs, and coordinating event logistics
- Virtually assist with programming in U.S. universities and other in-person events for an upcoming Department-wide initiative about impactful diplomats today
- Research historical anecdotes about the State Department, diplomatic training, and foreign counterparts to produce storytelling opportunities
- Coordinate with FSI/PA staff to execute digital engagement plans that spotlight FSI trainings, initiatives, etc.
- Compile news articles that might be of interest to our target audiences or have the potential to benefit FSI's training

As an intern at FSI, you will have a unique vantage point into the State Department and how we train our diplomatic corps.

Additionally, you will learn more about the Department's strategic communications, design thinking, and digital engagement. A successful intern will have a background and interest in graphic design – experience working with design programs (Adobe Creative Suite), video editing software (iMovie) or web-applications (Canva, Easil) is a plus.

Language Requirements

None